



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Evaluate Consent Response

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number
UM.1.2.3

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Receive response from beneficiary.
1.2 Process Overview	Responses to request for beneficiary consent are received and recorded. If the consent requests are automated, a centralized office issues and tabulates responses and records that information in the trust integrated data system. Program staff are automatically notified of those MUs /tracts achieving the required consent threshold and the system is triggered to run a Consent Report summarizing responses by Management Unit.
1.3 Stops With	A consent response report.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
GOAL 4: LAND AND NATURAL RESOURCES MANAGEMENT THAT MAXIMIZES RETURN WHILE MEETING BENEFICIARY DESIRES
OBJECTIVE 4.1: LAND AND NATURAL RESOURCE ASSET PLANS AND STEWARDSHIP STRATEGIES Develop land and natural resource asset plans and stewardship strategies.
OBJECTIVE 4.2: PRESERVATION AND PROTECTION OF LAND AND NATURAL RESOURCE ASSETS Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the as-sets.
OBJECTIVE 4.3: LAND AND NATURAL RESOURCE ASSET BUSINESS MANAGEMENT Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.
OBJECTIVE 4.4: APPRAISALS Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.
OBJECTIVE 4.5: FRACTIONATION STRATEGY Develop and implement a resolution, which reduces or eliminates the exponential increase in the number of ownership interests in land.



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3. How should Beneficiaries be involved in this process?

Beneficiary Involvement

A beneficiary evaluates the proposed land use and responds, authorizing the identified use and estimated use value, or withholds consent.

4. Organizations, Offices and Roles. *Identify the DOI organizations and related roles that should be involved in performing the process.*

4.1 DOI Organizations. *Identify the DOI organizations, offices and individual roles that contribute to this process.*

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BIA	Regional or National Office		Document receipt of beneficiary response and tabulate the response. Trigger system to run a tabulation summary as a "Consent Report".
Compacted or Contracted Tribe	Tribal Office		Perform all DOI functions except those considered inherently federal.

4.2 External Organizations. *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution
None	



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- 5. Event(s)** *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
Receive Consent Response	Response to consent request is received, via any communication channel (e.g. mail, email, call, website response via authorized access).	Daily, for a period of up to 3 months subsequent to issuance of consent request

- 6. Inputs and Outputs.** *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

6.1 Inputs

Input	Description
Consent Response	Beneficiary response to the consent request. This may be communicated via any number of communication channels, e.g. mail, email, authorized website interaction and tabulation, etc.

6.2 Outputs

Output	Description
Consent Response Report	This report indicates which MU's have reached consent thresholds, what MU's do not require consent due to heavily fractionated ownership, and the ownership interests by MU which the line official is authorized to determine appropriate consent action (whereabouts unknown, minors, etc.).



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7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
See attached Schedule 1		

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Bureau of Indian Affairs Manual (IAM)	Internal control	BIA policies and procedures

8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Land Management System	Provides ability to automatically tabulate electronic consent responses, or manually enter and tabulate mail responses or calls. Supports interaction workflow engine which notifies land use program personnel of consent threshold and consent time milestones.
Ownership System	Provides ownership information and status of ownership-interests (e.g. whereabouts unknown, minors, owners determined not mentally competent, etc.)
Workflow Engine	Provides automated forwarding of procedural work steps and thresholds.



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9. Inter-Process Relationships Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

9.1 Predecessors. Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
UM.1.2.2	Request Beneficiary Consent	Beneficiary consent forms have been delivered to beneficiaries with ownership interest in the MU.
B.6.2.3	Beneficiary Involvement for Land and NR Use and Management	Provide consent information gathered from beneficiaries.

9.2 Successors. Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
UM.1.2.4	Document Basis For Decision	Receive notification that the consent threshold has been met or consent response period has expired.

10. Comments Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)

Category	Comment
	None